EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-045**	Page: **1**	of: 2
Title: **Student Records for Certification Courses**		
Regulatory Authority: **12VAC5-31-1470**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. The Course Coordinator must maintain records of class dates, topics instructed, and attendance and performance records for all students attending a certification course. Student records must be maintained for a minimum of five (5) years from the End Date of the program, to include:

1. Signed student acknowledgment forms collected upon completion of review of the appropriate BLS or ALS enrollment requirements.

2. Scores on all course quizzes, exams and other didactic knowledge and/or practical skill evaluations.

3. Skill proficiency as recorded on the applicable "Basic Life Support Individual Age, Clinical and Skill Performance Verification Record" form (EMS-TR-33 Revised 07/2002).

4. All Hospital and/or Field Internship activities including dates and locations, activities performed, student evaluations and preceptor name and certification level; as applicable.

5. All corrective or disciplinary actions taken during the training program to include dates, findings supporting the need for corrective or disciplinary action and all applicable details of steps taken to determine the degree and nature of the actions taken.

6. Copy of the Course Student Disposition Report (CSDR) form.

7. All other records requested to be maintained by the Physician Course Director for the program.

B. At the end of five years, EMT Instructors/ALS Coordinators may elect to purge a majority of their student records. If the EMT-Instructor/ALS-C chooses this option, they are required to maintain, at a minimum, summary program completion records. The Office has developed a sample *Student Record and Transcript* which can be used to meet this definition. If the EMT-Instructor/ALS-C chooses not to use the form provided by the Office, then at a minimum, the following documentation must be maintained indefinitely:

C. Required summary completion records for BLS programs include:

1. Full course name/type of course

2. Course begin and end dates

3. Student's name and certification number

4. Student Age Verification

5. CPR verification

6. Number of hours of training completed in each of the major topic areas of the program

7. Verification of skill completion

8. Student disposition (pass, failed, withdrawal or incomplete)

9. Verifying printed names and signatures of EMT Instructor and the program's PCD

D. Required summary completion records for ALS programs include:

1. Full course name/type of course

2. Course begin and end dates

3. Student's name and certification number

4. Student Age Verification

5. Verification of high school graduation/GED or college transcript

6. Number of hours of training completed in each of the major topic areas of the program

7. Verification by number of skills/competencies successfully completed

8. Student disposition (pass, failed, withdrawal or incomplete)

E. Verifying printed names and signatures of the ALS Coordinator and the program's PCD